

# REVIEW RESOURCES

## Lesson 1: Defense Acquisition Workforce Improvement Act (DAWIA)

### Why DAWIA?

Since the "birth" of formal acquisition in the 1940's, the need for highly qualified acquisition personnel has been recognized. As time passed, there was an increasing demand for acquisition personnel to have more sophisticated competencies.

Today's acquisition professional must possess increasing levels of:

- Specialized knowledge.
- Analytical skills.
- Good judgment.

In 1990, Congress passed the Defense Acquisition Workforce Improvement Act. The Act's intent is to ensure that DOD has qualified personnel to manage the acquisition of defense systems. Skilled personnel are needed to meet the challenges associated with defense systems that have become increasingly complex and costly.

 [Back to Topics List](#)

 [Back to Top](#)

### What is DAWIA?

The Act establishes requirements for both defense acquisition positions and defense acquisition workforce members. The Act requires that DOD designate specific jobs as "Acquisition" positions and provide a structured approach for filling these designated positions with qualified acquisition personnel. Ensuring qualified personnel requires that DOD establish standards for education, training, and experience.

The Act requires that DOD provide training to:

- Permanent-status civilian and military personnel who occupy designated acquisition positions.
- Personnel in acquisition career development programs.

Personnel in the above two categories are called the "Acquisition Workforce."

 [Back to Topics List](#)

 [Back to Top](#)

### Who are the Key Players?

Several organizations work together to implement DAWIA. These organizations include:

- [Defense Acquisition University \(DAU\)](#)
- [Functional Boards](#)
- [Directors of Acquisition Career Management \(DACMs\)](#)
- [Consortium Schools](#)

## Defense Acquisition University

DAWIA directed DOD to establish the Defense Acquisition University (DAU). DAU coordinates the DOD acquisition and training program to meet the training requirements of personnel serving in acquisition positions.

Through its consortium members, DAU sponsors acquisition training to support the career goals and professional development of the acquisition workforce. DAU also supports acquisition management research, publications, and symposia.

## Functional Boards

Functional Boards are comprised of experienced practitioners. These Boards advise the Under Secretary of Defense (Acquisition and Technology) on:

- Issues related to acquisition workforce career development.
- Mandatory training, education, and experience for each functional area.

DAU works with these Boards to identify performance outcomes that are incorporated in the various courses. By establishing performance outcomes, Boards help ensure that course content is current and relevant.

## Directors of Acquisition Career Management (DACMs)

The Director of Acquisition Career Management (DACM) for each DOD Service or Agency:

- Monitors training requirements and DAWIA compliance.
- Assigns students to required courses offered by DAU consortium schools.
- Projects the numbers of individuals requiring training each year.
- Certifies individuals as having met DAWIA standards.

## Consortium Schools

Consortium schools work with DAU to:

- Develop and deliver courses to meet the requirements established by the Functional Boards.
- Offer courses to meet the projected training needs established by the DACMs.
- Conduct research and publish information about acquisition management.

 [Back to Topics List](#)

 [Back to Top](#)

## Local Resources

In your own organization there are people who will work with you to ensure that you receive DAWIA-required training. To obtain DAWIA training follow the trail listed below:

- Local Training Manager
- Organization Acquisition Career Manager
- Service or Agency Acquisition Training Manager
- Service or Agency DACM

The Local Training Manager is your best source of training information.

 [Back to Topics List](#)

 [Back to Top](#)

## Acquisition Positions

DAWIA mandates that DOD designate specific positions as acquisition positions. These positions:

- Include both civilian and military billets.
- Generally are located in organizations that have acquisition missions.
- May be located in other headquarters or support organizations.

 [Back to Topics List](#)

 [Back to Top](#)

## Defense Acquisition Career Fields

The designated acquisition positions are grouped into 11 acquisition career fields:

- [Program Management](#)
- [Communications/Computer Systems](#)
- [Contracting \(Including Construction\)](#)
- [Purchasing and Procurement Technician](#)
- [Industrial/Contract Property Management](#)
- [Systems Planning, Research, Development, and Engineering](#)
- [Test and Evaluation](#)
- [Manufacturing, Production, and Quality Assurance](#)
- [Acquisition Logistics](#)
- [Business, Cost Estimating, and Financial Management](#)
- [Auditing](#)
- [Additional Acquisition Positions](#)

### Program Management

The program management career field includes, but is not limited to:

- Program Manager (PM)
- Deputy Program Manager (DPM)
- Program Executive Officer (PEO)
- Deputy Program Executive Officer positions

Other examples include staff positions such as program analyst or program integrator.

Responsibilities may be broad or focused and may be line or staff in nature. Defense acquisition programs are managed in accordance with DODD 5000.1 and DOD 5000.2-R.

### Communications/Computer Systems

This field includes:

- Computer Systems Analysts
- Information Management Specialists
- Telecommunications Managers
- Software/Automation Specialists
- Computer Engineers

These positions directly support the acquisition of automated information systems and interconnecting components (to include hardware, software, and firmware products) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. This includes computers, ancillary equipment, software, telecommunications, and other

related services.

The employee:

- Identifies requirements.
- Writes and/or reviews specifications.
- Identifies costs.
- Obtains resources (manpower, funding, and training).
- Tests and evaluates.
- Plans, obtains, and manages life-cycle support (operations, maintenance, and replacement).

### **Contracting (Including Construction)**

The contracting career field includes the positions of:

- Contract Negotiator
- Contract Specialist
- Contract Termination Specialist
- Contract Administrator
- Procurement Analyst
- Administrative Contracting Officer
- Procuring Contracting Officer
- Contract Price and/or Cost Analyst
- Contracting Officer
- Termination Contracting Officer

Individuals in this career field develop, manage, supervise, or perform procedures involving:

- Procurement of supplies and services
- Construction, research, and development
- Acquisition planning
- Cost and price analysis
- Selection and solicitation of sources
- Preparation, negotiation, and award of contracts
- All phases of contract administration
- Termination or closeout of contracts

The employee is required to have knowledge of:

- Legislation, policies, regulations, and methods used in contracting
- Business and industry practices
- Sources of supply
- Cost factors
- Cost and price analysis techniques
- General requirements characteristics

### **Purchasing and Procurement Technician**

Individuals in the purchasing and procurement technician career field are typically purchasing agents or supervisory purchasing agents.

This function requires the individual to purchase, rent, or lease supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures, with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements.

It requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

## Industrial/Contract Property Management

The industrial/contract property management career field includes:

- Industrial Property Management Specialist
- Property Administrator
- Industrial Plant Clearance Specialist
- Plant Clearance Officer
- Contract and Industrial Specialist (if assigned property management responsibilities)

Individuals in this career field include personnel who perform, manage, supervise, or develop policies and procedures for Government property. It may involve the acquisition, control, management, use, and disposition of Government-owned property used by contractors or storage to support future contractual requirements.

Responsibilities include:

- Providing guidance, counsel, and direction to Government and contractor managers and technicians relating to regulatory and contractual requirements for managing Government property.
- Participating in pre-award surveys and post-award reviews.
- Reviewing contracts assigned for property administration.
- Evaluating a contractor's property management system and approving the system or recommending disapproval.
- Developing and applying property systems analysis programs to assess the effectiveness of contractors' Government property management systems.

## Systems Planning, Research, Development, and Engineering

Personnel in this field are usually engineers and scientists with degrees in performing systems planning, research and development, and/or other engineering tasks. These individuals may include managers or technical specialists in:

- Engineering
- Chemistry
- Physics
- Operations Research
- Mathematics
- Computer Science Fields

These positions require the incumbent to plan, organize, monitor, oversee, and/or perform engineering activities that relate to the design, development, fabrication, installation, modification, or analysis of systems or system components. Duties may require identification, establishment, organization, or implementation of acquisition engineering objectives and policies, or establishment of specifications.

## Test and Evaluation

Individuals who work in this field are usually engineers, scientists, operations researchers, computer scientists, and other degree-holding technical personnel who perform test and evaluation tasks in support of acquisition.

This field includes managers and technical specialists in engineering, physics, operations research, mathematics, and computer science fields who are responsible for planning, monitoring, conducting, and evaluating tests of prototype, new, or modified weapon systems equipment or materiel. Individuals also:

- Analyze, assess, and evaluate test data and results
- Prepare assessments of test data and results
- Write reports of findings

### **Manufacturing, Production, and Quality Assurance**

Acquisition-related manufacturing and production personnel, and production career field duties, vary greatly in managerial, administrative, and technical content. Acquisition-related contractor, manufacturing, and production duties usually involve program management or monitoring the manufacturing and production efforts of private-sector contractors.

The quality assurance specialist:

- Manages quality assurance activities to establish essential quality standards and controls, and develops and executes plans that focus on quality of design, quality of conformance, and fitness for use.
- Integrates quality plans into the system engineering process.
- Develops policies, procedures, test provisions, and quality requirements in specifications, standards, and solicitations.
- Evaluates quality assurance during acquisition such as design reviews, functional and configuration audits, production readiness reviews, and milestone reviews.

### **Acquisition Logistics**

The acquisition logistics career field includes individuals who are involved in Support activities as defined in DOD Directive 5000.1 and DOD Regulation 5000.2-R. They manage logistics activities associated with the procurement, integration, and fielding of support systems/environment, weapons systems/equipment, or system modifications.

### **Business, Cost Estimating, and Financial Management**

This career field includes individuals responsible for:

- Financial planning
- The formulation of financial programs
- The administration of budgets

They are also responsible for the expenditure, obligations, and accountability of funds, cost and schedule performance management of contractors, and cost estimating.

Additional duties include advising or assisting commanders, program managers, and other officials in discharging all aspects of their responsibilities for business management in direct support of the defense acquisition process.

### **Auditing**

The mandatory education, experience, and training requirements for the auditing career field apply to contract auditors. Persons in this career field perform contract auditing, accounting, and financial advisory services to DOD and other Government agencies in negotiations, administration, and settlement of contracts and subcontracts.

Duties include:

- Evaluating information about contractor economic assertions.
- Comparing those assertions to established criteria.
- Reporting the results to interested third parties.

Audits are made on:

- Proposal submissions
- Incurred cost
- Compliance with the "Truth in Negotiations Act"
- Compliance with cost accounting standards
- Contract terminations
- Claims for abnormal conditions
- Contractor financial condition
- Contractor systems and operations

### Additional Acquisition Positions

There are two additional acquisition positions that are covered by DAWIA, but are not career fields:

- Education, Training and Career Development (for example, DAU personnel)
- Program Management Oversight (for example, Acquisition Workforce members assigned to the Inspector General)

 [Back to Topics List](#)

 [Back to Top](#)

### Career Field Levels

Each career field is divided into three career levels for the purposes of establishing standards and qualifications:

- [Level I—Basic or Entry Level](#)
- [Level II—Intermediate or Journeyman Level](#)
- [Level III—Advanced or Senior Level](#)

### Acquisition Career Level I—Basic or Entry Level

The purposes of this career level are to:

- Establish fundamental qualifications and expertise within a job series or career field.
- Provide exposure to acquisition functions and the roles of various specialties within acquisition management.

Typical grade levels:

- GS-5 to GS-9
- Officer 0-1 to 0-3
- Enlisted based on Service policy

### Acquisition Career Level II—Intermediate or Journeyman Level

The purposes of this career level are to:

- Develop specialized knowledge and skills within a career field.
- Broaden background information while gaining more general expertise in the overall processes in his or her career field.

Typical grade levels:

- GS-9 to GS-12
- Officer 0-3/0-4
- Enlisted based on Service policy

### Acquisition Career Level III—Advanced or Senior Level

The purposes of this career level are to:

- Develop depth expertise within a career field or functional area.
- Expand the breadth of knowledge across the entire acquisition process.

Typical grade levels:

- GS-13 and above
- Officer 0-4 and above

 [Back to Topics List](#)

 [Back to Top](#)

### Acquisition Corps

The Acquisition Corps are members of the Acquisition Workforce who are:

- Senior civilian and military personnel.
- Able to meet established qualifications.
- Eligible to fill Critical Acquisition Positions.

Exception: In the Department of the Navy, the Acquisition Corps is designated as the "Acquisition Professional Community."

### Acquisition Corps: Qualifications

Members of the Acquisition Corps must meet rigorous qualifications. In addition to being a GS-13/0-4 or higher (Army GS-14/0-5), Acquisition Corps members must have:

- Education: Baccalaureate Degree and 24 credit hours in selected disciplines or 24 credit hours in your career field and 12 credit hours in selected disciplines.
- Experience: Four years in an ACQ position
- Training: Level II Certification

Civilian members must sign a mobility agreement.

### Disciplines

Acquisition Corps Semester Credit Hours are required in these selected disciplines:

- Accounting
- Business Finance
- Law
- Contracts
- Purchasing
- Economics
- Industrial Management
- Marketing
- Quantitative Methods



- Organization and Management

### Critical Acquisition Positions

Critical Acquisition Positions:

- Are key positions in the DOD acquisition system.
- Are designated by the Secretary of Defense.
- May only be filled by an Acquisition Corps member.

Examples of Critical Positions are:

- Program Executive Officers (PEOs)
- Deputy PEOs
- Program Managers (PMs)
- Deputy PMs
- Senior Contracting Officers



[Back to Topics List](#)



[Back to Top](#)

### DAWIA Certification

To become certified in any career field, you must complete the mandatory experience, education, and training standards for each level. Acquisition Workforce members are encouraged to become certified in more than one career field.

### Acquisition Career Development Program

DAWIA certification is part of the overall DOD Acquisition Career Development Program. The goals of this program are to:

- Develop, on a long-term basis, a highly qualified Acquisition Workforce.
- Meet current and future needs for acquisition personnel.
- Increase proficiency of DOD acquisition personnel in their present positions.
- Ensure efficient use of training and education resources.

The Acquisition Career Development Program Manual (DOD 5000.52-M) establishes the DOD Acquisition Career Development Program and includes the following information:

- Experience, education, and training standards for specific acquisition positions and career fields.
- Certification guidelines for each career path and level.
- Waiver process and alternative ways to satisfy requirements.

You should be familiar with the requirements for being certified in your selected career fields. The starting point is to review the requirements established in DOD 5000.52-M. A copy of DOD 5000.52-M can be found on the Defense Acquisition Deskbook.

### Certification Process

Certification is the process through which DOD determines that an individual meets the mandatory standards (education, training, and experience) established for each career level.

You should check with your DACM for specific information about the certification process used in your organization. You are responsible for submitting certification requests through your local Training Manager or Organizational Acquisition Career Manager.

## Certification Timelines

Once individuals enter Level I positions, their organizations have 18 months in which to qualify them to meet these standards.

Prior to entering Level II or III positions, individuals should have met mandatory standards at those levels. In some cases, individuals may be allowed up to 18 months to meet Level II or III certification requirements.

## Certification Exceptions

There may be alternative methods for satisfying some certification requirements.

- Experience: An acquisition-related academic program may serve as a substitute for some required experience.
- Education: Experience within selected career fields, and testing in others, may satisfy some educational requirements.

Speak with your Training Manager, Acquisition Workforce Manager, or DACM for additional information.

## Certification Records

Each military service and the DOD agencies maintain databases to track certification levels of all Acquisition Workforce members. The information in this database is used during screening and selection of candidates for Acquisition Positions. The accuracy of this information is critical to your career advancement.

You are responsible for making sure your records are accurate by:

- Submitting records of your achievements to your Training Manager.
- Verifying that the achievement was properly recorded.

## Individual Development Plans and Career Development Plans

Individual Development Plans (IDPs) for civilians and Career Development Plans for military lay out an individual's education, training, and experience needed for career development. They document the training and developmental activities you need for DAWIA certification.

IDPs are mandatory for each civilian member of the Acquisition Workforce until Level III certification is achieved.

 [Back to Topics List](#)

 [Back to Top](#)